

## MANUAL WARRANT TRANSACTIONS

When processing a manual warrant transaction on the ADPICS voucher screen (PCHL1410), users need to review the defaulted due date and overtype it with the current date. Since payment is being made with a manual warrant, the due date should be the current date - **NOT a future date**. Please make sure that manual warrant transactions are appropriately dated.

Batch errors that require MAIN staff to do data fixes have occurred for at least two agencies due to these data entry errors.

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